

[3 TERMS.

SECOND SIZE.

80 SCHOLARS THREE TERMS, OR 120 SCHOLARS TWO TERMS.

SCHOOL REGISTER.

West

A supply of School Registers for the year, together with the Annual Report of the Board, and of its Secretary, and the Blank Form of Returns, is forwarded annually to the Town Clerk for the School Committee, as soon as practicable after the first of January. If the supply of Registers is not received by the Town Clerk, or is insufficient for the year, the School Committee are to apply to the Secretary of the Board, State House, Boston, stating the number and size of the Registers wanted.

“ The several school teachers shall faithfully keep the Registers furnished to them, and make due return thereof to the School Committee, or such person as they may designate, and no teacher shall be entitled to receive payment for services until the Register, properly filled up and completed, shall be returned.” — *Public Statutes, Chap. 46, Sect. 15.*

“ Neither the School Committee nor the Town have power to dispense with the proper keeping of a School Register, or to waive the performance of the duty imposed by law on the teacher.” — *Chief Justice Bigelow, 2 Allen, page 593.*

SCHOOL REGISTER.

DIRECTIONS FOR THE TEACHER.

Names of School Committee for the year 18 : —

Length of School in months (4 weeks, or 20 days, making a month),*
Wages of Teacher per month,†
Whole number of pupils,
Number of pupils under five years of age,
Number of pupils over fifteen years of age,
Number of pupils between eight and fourteen years of age,

	1st Month.	2d Month.	3d Month.	4th Month.	5th Month.	6th Month.	7th Month.	8th Month.	9th Month.	10th Month.
Average membership,	24.5	27	27	21.75	24	24	23 1/4	24	24	
Average attendance,‡	22.4	23.35	20.875	16.875	20.3	19.525	19.075	22.2	19.75	

List of Books prescribed by the School Committee : —

* Give the time the school has actually been in session, exclusive of vacations, but including legal holidays, and state the amount in months and days. The legal holidays are: February 22, May 30, July 4, First Monday in September, Fast Day, Thanksgiving and Christmas.
† When teachers provide their own board, no notice is to be taken of it in giving the wages per month; but when it is furnished by individuals, its value is to be added to the wages; that is, include in the answer *all* received as compensation for services, whether money or board, estimating the value of the board in money.
‡ The average attendance is to be found according to the rule given in the “ Directions to the Teacher,” No. 5, on next page. Teachers are desired to be accurate in the record of attendance.
N. B. Each school or department of a school having a separate teacher and required by the committee to keep a separate register or record book is to be regarded as a distinct school.

DIRECTIONS FOR THE TEACHER.

1. If a pupil is absent at the opening of the school in the morning put a perpendicular line (thus, |) in the upper part of the check for that day. All absence should be recorded and counted without regard to excuses. If he is present afterwards during the morning session, make a horizontal line across the top of the perpendicular (thus, T). The perpendicular line will indicate absence; the perpendicular and horizontal lines united will indicate tardiness. Observe the same method for the afternoon session in the lower part of the check for the day. A record of the absence and tardiness should be carefully kept for each half day in all schools having two daily sessions.

2. In the column of "Deportment," if the pupil's general moral deportment, observance of the rules of the school and diligence in study, be ordinary, insert a zero (thus, 0); if below mediocrity, insert the sign *minus* (thus, —); if above mediocrity, insert the sign *plus* (thus, +).

3. Every pupil shall be considered "a member of the school" from the time of his first entrance to the day of his last attendance for the term. If, however, a pupil withdraws from the school, with no purpose of re-entering during the term, and gives notice of the same, but subsequently re-enters the school, he shall not be considered a member during such absence.

4. The average membership of a school for any given month is the same as the membership for that month, if none leave or join the school during the month; in other cases the average is found by adding to the number of those who have been members for the entire month, one for every twenty days of membership of all others.

5. The average attendance is found by deducting from the average membership, one for every twenty days of absence.

6. Schools which have Record Books or Registers of their own can use them instead of this, provided they include all the items required.

ENROLLMENT SHEET.

Teachers will enroll upon the next page of this sheet all the pupils in their respective schools at the beginning of the enrollment year; also, any who enter their schools who have not been enrolled elsewhere in the Town within the same year. Those who have been enrolled in any other school in the Town within the year are not to be re-enrolled upon the next page. The design is to have no pupil counted twice in the same year.

Pupils No.	NAMES.	Age.	Pupils No.	NAMES.	Age.
1	Angier, Grace J.G.	7	16	Baker, Arthur L.	11
2	Bellows, Anna J.	9	17	Bellows, Grace E.	13
3	Byard, Angie S.	6	18	Bellows, Edward C.	7
4	Byard, Eva A.	12	19	Craddock, Alfred W.	13
5	Berry, Florence	12	20	Craddock, Albert E.	12
6	Craddock, Annie L.	9	21	Craddock, George	8
7	Fay, Ella S.	13	22	O'Connell, Willie E.	9
8	Johnson, Mattie M.	12	23	O'Connell, David F.	8
9	Mallay, Annie M.	12	24	O'Connell, James J.	8
10	Mallay, Kate A.	10	25	O'Leary, Joseph A.	6
11	Metcalf, Cora B.	9	26	Libbey, Harry H.	12
12	O'Connell, Mary A.	12	27	Stratton, Walter S.	11
13	O'Connell, Hannah M.	5	28	Stratton, Frank H.	7
14	O'Leary, Ella M.	8	29	Frost, George	10
15	Libbey, Mattie L.	8	30		
30	Bruce, Viola O.	9			

DAYS WHEN VISITED BY COMMITTEES AND OTHERS,
AND
REMARKS ON THE STATE OF THE SCHOOL, &c.

Mar. 24,	Mr. H. S. Bullen.	Oct. 21,	Mrs. Willie Cooper.
Apr. 12,	Mrs. "Johnson.	" "	Miss Annie Cooper.
" 14,	Berry.	" "	Mr. Frank Bellon
" 15,	Miss Lucy Fisher.	" "	Mrs. Robert Berry
" 20	Master Stanley Metcalf.	" "	Mrs. A. Johnson
" 25	Miss M. E. Frask.	" "	Mrs. Byard.
" 27	Willie Kennedy.	" "	Master Ray Byard.
" 28	Mr. H. S. Bullen.	" "	Mrs. Myron Angier.
May 20	Mrs. C. L. Johnson.	" "	Mrs. O'Leary.
" 27	Rev. D. W. Adams.	" "	Miss Alice O'Leary.
" "	Mr. H. S. Bullen.	" "	Mrs. C. L. Johnson.
" "	Master John Williams.	" "	Miss Edith Johnson.
" "	Thomas Henry.	" "	Master C. H. Johnson.
" "	John Parker.	" "	Mrs. Metcalf.
" "	Mrs. Berry	" "	Mr. E. Frost.
June 2,	Mrs. Parker	" "	Mrs.
" 9,	Miss Ballou	" "	Miss Mildred Frost.
" 10,	Mr. H. S. Bullen.	" "	Mrs. Daniel Johnson.
" "	Rev. D. W. Adams.	" "	Miss Johnson.
" "	Mr. H. S. Bullen.	" "	Mrs. Mallay.
" "	Mrs. Ballou	" "	Mr. Mallay.
" "	Mrs. Johnson.	Nov. 4,	Mrs. Berry.
" "	Berry.	Nov. 17,	Mr. H. S. Bullen.
" "	Miss Metcalf.	" 18,	Willie Power
" "	Ballou	" "	Miss Vida Waldron.
" "	Gunningham	" "	Hattie Waldron.
" "	Priggar.	" "	Hattie Johnson.
" "	O'Leary.	" "	Mr. Geo. A. Mirick
" "	Master James O'Leary	" "	Mrs. Frost.
" "	James Johnson.	" "	Miss Mildred Frost.
Aug. 30,	Mr. H. S. Bullen.	" "	Mr. Geo. A. Mirick.
" "	Miss Metcalf		
" "	O'Connell		
Sept. 18	Mrs. Byard.		
" 22	Master		
" 27	Mr. H. S. Bullen.		
Oct. 7	F. Ballou		
" 18	H. S. Bullen.		
	Miss Alice O'Leary		

West

Aug. 2, 1892, and ending Nov. 18

1892, taught by Mary L. Russell.

Teachessa' Institute

[illegible]

Nov. 28, 1892, and ending March 3, 1893, taught by Mary L. Russell.

[illegible]

RECORD OF ATTENDANCE in the _____ School, for the Term commencing _____

School, for the Term commencing

18 , and ending

18 , taught by

18 , taught by

[illegible][illegible]

RECORD OF ATTENDANCE in the

School, for the Term commencing

Scholar's Number.		AGE.	
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18 , and ending

18 , taught by

[illegible]

RECORD OF ATTENDANCE in the

School, for the Term commencing

18 , and ending

18 , taught by

Scholar's Number.		AGE. Yrs.	
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[illegible]

School, for the Term commencing

[illegible]

18 , and ending

18 , taught by

[illegible]

Department.

RECORD OF ATTENDANCE in the

School, for the Term commencing

18 , and ending

18 , taught by

[illegible][illegible]

DAYS WHEN VISITED BY COMMITTEES AND OTHERS,

AND

REMARKS ON THE STATE OF THE SCHOOL, &c.

The School Registers furnished by the State are of the following Sizes:—

TWO TERMS.

FIRST SIZE, — 40 Scholars Two Terms, or 80 Scholars One Term.

SECOND SIZE, — 80 Scholars Two Terms, or 40 Scholars Four Terms.

THIRD SIZE, — 120 Scholars Two Terms, or 80 Scholars Three Terms.

THREE TERMS.

FIRST SIZE, — 40 Scholars Three Terms, or 120 Scholars One Term.

SECOND SIZE, — 80 Scholars Three Terms, or 120 Scholars Two Terms.

THIRD SIZE, — 120 Scholars Three Terms, or 80 Scholars Four Terms.